



Interim COVID-19 Reopening Policies for NC Pre-K Programs



FREQUENTLY ASKED QUESTIONS (FAQS) FOR NC PRE-K CONTRACTORS, PROVIDERS and STAFF

TOPIC	QUESTION	ANSWER
Program Year	Is it okay to start 1/2 the class on Tuesday Sept 8, 2020, and then the other 1/2 on Wed Sept 9, 2020, with all attending face to face on Sept 10, 2020, and all days following? As in no instruction prior to Sept 8th other than an orientation day.	Yes

TOPIC	QUESTION	ANSWER
Mode of Instruction	Are there any restrictions for a school-based site to open in August for traditional in-person instruction or a hybrid mode of instruction?	No.
	If a family has chosen the fully remote option for health reasons, what happens to them after Nov 6, 2020, if no extensions are granted?	The November 6, 2020, date only applies to the full remote option, meaning the whole county or program has chosen remote, not an individual family. Families may request remote learning for the full program year. Please refer to the chart on page 4 of the guidance for the definitions of each option.

TOPIC	QUESTION	ANSWER
Mode of Instruction	If a private facility is open for in-person instruction 5 days per week to private paying families, does the NC Pre-K classroom also have to be open 5 days per week or can they choose the hybrid option?	DCDEE expects for NC Pre-K classrooms to be offered the same opportunity for in-person instruction as other classrooms. The NC Pre-K site would have to justify their decision to choose this type of hybrid mode of instruction. Please refer to section 4: Mode of Classroom Instruction, section A, regarding specific mode of instruction for NC Pre-K if a school district, private child care facility, or Head Start program has buildings open or closed for in-person instruction for any students or children.
	If a parent requests remote learning after face to face instruction has begun this classroom, is then considered hybrid?	Please refer to chart on page 4 of the guidance for the definitions of each option.
	If public schools are providing 2 days in-person instruction and 3 days remote, is that considered traditional in-person or hybrid?	It is hybrid. Please refer to the chart on page 4 of the guidance for the definitions of each option.
	If the school system is doing full remote, can the private sites in that county go fully remote in order to use their NCPK classrooms for school age children?	No. If NC Pre-K classrooms are going to open, they should be open to provide in-person instruction to NC Pre-K children. Please refer to the following section of the guidance for further information. Section 4. Mode of Classroom Instruction, part B: Circumstances When Remote Learning May Be Needed. NC Pre-K slots/classrooms are being fully reimbursed for the 2020-2021 program year and should not be filled with non-NC Pre-K children.
	If an NC Pre-K site is choosing full-time in-person instruction, is it also allowed to have a few built in remote learning days throughout the year to try to teach families and teachers how to do remote in case it was ever needed in the future?	DCDEE encourages planning and sharing with families. However, sites can only choose one option for service delivery. In this case, the site would have to choose either all traditional/ in-person instruction or hybrid. Please refer to the guidance, section 4. Mode of Classroom Instruction, part B: Circumstances When Remote Learning May Be Needed. This may be an something sites may consider doing as part of their teacher work days and/or some parent/teacher conferences.

TOPIC	QUESTION	ANSWER
Mode of Instruction	Just to clarify, a fully remote classroom means they are not receiving any in-person instruction correct?	Yes, that is correct. Please refer to the chart on page 4 of the guidance for the definitions of each option.
	May families choose the remote instruction even if the child/family is not considered high-risk?	Yes. Please refer to the following section of the guidance for further information. Section 4. Mode of Classroom Instruction, part B: Circumstances When Remote Learning May Be Needed.
	If an NC Pre-K Sites has shared space with school age children, is that an exception to offer remote learning only?	No. If NC Pre-K classrooms are going to open, they should be open to provide in-person instruction to NC Pre-K children. Please refer to the guidance, section 4. Mode of Classroom Instruction, part B: Circumstances When Remote Learning May Be Needed. NC Pre-K slots/classrooms are being fully reimbursed for the 2020-2021 program year and should not be filled with non-NC Pre-K children.
	One of the school systems has already announced closure through December. Can they appeal the Nov. 6, 2020 deadline?	Public schools have the ability to continuously operate under Plan C with no exceptions for NC Pre-K. NC Pre-K contracting agencies will include this information on the reporting workbooks that will be provided to them by the NC Pre-K state office.
	The local Head Start sites will start the year with all remote learning as an option; is this going to be a problem?	No. A school district (or Head Start program) may choose to operate exclusively under Plan C with no exceptions for NC Pre-K. (<i>Section 4B of the guidance</i>) However, if their buildings are open to serve other children then they should also offer in-person instruction to NC Pre-K children. (<i>Section 4A of the guidance</i>)
	If the NC Pre-K classrooms are open 5 days a week, but a family chooses to do remote will that be okay?	Yes. That's the hybrid option. Also, please refer to the guidance, section 4. Mode of Classroom Instruction, part B: Circumstances When Remote Learning May Be Needed.
	If the school system changes the method of instructions (i.e. moves to Plan C/remote only), who gets notified of the change?	NC Pre-K contracting agencies will include this information on the reporting workbooks that will be provided to them by the NC Pre-K state office.

TOPIC	QUESTION	ANSWER
Mode of Instruction	Do districts have to offer remote?	Yes. The remote learning option must be available to students under certain circumstances. Please refer to the guidance, section 4. Mode of Classroom Instruction, part B: Circumstances When Remote Learning May Be Needed.
	Can in-person instruction only be offered unless remote is needed due to shut down for exposure or does remote have to be offered from the beginning?	Yes, sites may choose to select an in-person only mode of instruction. However, even when selecting the Traditional/In-Person mode of instruction, a remote learning option must be available to students under certain circumstances. Please refer to the guidance, section 4. Mode of Classroom Instruction, part B: Circumstances When Remote Learning May Be Needed.
	Some of the families are saying they would not be comfortable coming into the classroom at all. Do they have the option of remaining in remote learning all year?	Families may request remote learning for the full program year. Please refer to the chart on page 4 of the guidance for the definitions of each option.
	What happens if the public-school NC Pre-K classrooms begin the school year with the hybrid option but then decide to move to Plan C?	While school districts are strongly encouraged to prioritize having NC Pre-K students physically present in classrooms, they may choose to operate under Plan C without exceptions for NC Pre-K.

TOPIC	QUESTION	ANSWER
Health and Safety Guidance	The local public school is requiring additional health measures (limited class sizes, staggered days, etc.) – the guidance says public preschool should follow additional measures – does this apply to NC Pre-K?	<p>Preschool classrooms in public school are subject to child care health guidance when in the classroom and other areas of the building and/or campus that fall under the child care center license. Pre-K children are only expected to follow additional health protocols when they are utilizing/present in common areas of the school and the K-12 guidance places no age restrictions on the protocol.</p> <p><i>For example, while preschool children, according to the child care guidance, would not be expected to social distance in the classroom, they may be asked to social distance while eating in the cafeteria, visiting the media center, etc.</i></p>

TOPIC	QUESTION	ANSWER
Health and Safety Guidance	Please provide guidance regarding face masks for NC Pre-K classes in public school settings. Can a public school require children in pre-k to wear face masks?	<p>Preschool classrooms in public school are subject to child care health guidance when in the classroom and other areas of the building and/or campus that fall under the child care center license. The Child Care Health Toolkit does not require masks for preschool children but does recommend cloth face coverings be considered for preschool children <i>if it is determined they can reliably wear, remove, and handle masks following CDC guidance throughout the day.</i></p> <p>When Pre-K children are utilizing/present in common areas of the school they may be asked to wear cloth face coverings in accordance with specific school health protocols.</p>

TOPIC	QUESTION	ANSWER
Remote Learning	When will the Teaching Strategies Digital Learning Solution be available to our sites?	DCDEE is working to ensure access to the digital platform from Teaching Strategies for every classroom as soon as possible. More information will be provided on how to access the system online.
	Can administrators have access to the Teaching Strategies Digital Learning Solution training as well?	Yes, there will be opportunities for administrators to participate in the trainings, as well – their participation is encouraged!
	What date will the Teaching Strategies Digital Learning Solution training be? How long is this course?	Teaching Strategies Digital Learning Solution trainings began in August. An email was sent on August 19, 2020, with a link and instructions.
	Please share a sample schedule for remote learning.	More resources, including example schedules for how to structure a week in remote-only or hybrid instruction, will be made available for teachers as soon as possible.

TOPIC	QUESTION	ANSWER
Remote Learning	How will teachers get access to Teaching Strategies online?	DCDEE is working to ensure access to the digital platform from Teaching Strategies for every classroom as soon as possible. More information will be provided on how to access the system online.
	IS DCDEE paying for the Teaching Strategies subscriptions for each child, as well as, the start-up fee? Will DCDEE reimburse those who have already ordered? Are these resources separate from the typical Teaching Strategies curriculum?	Every classroom with at least one NC Pre-K child enrolled will have access to the comprehensive Teaching Strategies Digital Learning Solution. More information will be shared as soon as possible to provide next steps for credits for sites who already have Teaching Strategies accounts.
	If a NC Pre-K site is currently documenting family engagement events in ChildPlus, does this meet the requirement of capturing family engagement in writing. If not, please clarify expectations for documentation.	To date, DCDEE has not specified formats or templates for documentation of family engagement practices/required Check-Ins.
	There are parents who have requested remote due to family members being at-risk. They do not have Internet service. Is it acceptable to provide paper packets weekly if no other solution can be reached and the weekly check-ins are completed?	Meeting the family's needs is the most important aspect of providing remote instruction, particularly for families who self-identify as high-risk. Remote moments could be provided through dropping off activities for the family outside their door, meeting for a socially-distanced interaction, or another method that best meets the family's specific circumstances to be able to engage in their child's learning and development.
	Where is this specific training for Teaching Strategies?	Information on how and when to sign up for Teaching Strategies Digital Learning Solution trainings was emailed on August 19, 2020.
	Will the free Teaching Strategies include the assessment piece for each child? Or just the Distance Learning piece?	The Teaching Strategies Distance Learning Solution includes assessment resources to support ongoing, individualized supports for every child through Teaching Strategies Gold.

TOPIC	QUESTION	ANSWER
Remote Learning	Would it safe to advise teaching staff that they will receive The Creative Curriculum® Cloud options including the App and Gold online assessment for this school year?	DCDEE is currently working to ensure access to the digital platform from Teaching Strategies for every classroom as soon as possible. More information will be provided on how to access the system online.
	With a hybrid delivery model, what is recommended for a teacher to deliver 6.5 hours of in-person instruction and 6.5 hours of remote instruction materials without going outside of their normal NC Pre-K day if there is only one teacher in the classroom?	This is not a recommendation nor a requirement of DCDEE. NC Pre-K site staff are encouraged to develop a schedule or plan that allows teachers to provide a mixed delivery of services within the 6.5-hour day to NC Pre-K children. This means a combination of in-person and remote instruction. Sites must determine the use of other onsite staff for support if there is only one teacher.
	Please provide any suggestions as to how to monitor private sites with requirements for professional development and family contact?	NC Pre-K contracting agencies are encouraged to use the Interim COVID-19 Reopening Policies as a guide for developing monitoring processes. Contracting agencies must determine locally what will work best for their county/region.
	If an NC PreK teacher has most of her students in the classroom, but has some students participating in remote learning, is the NC Pre-K teacher expected to instruct all those students simultaneously?	NC Pre-K site staff are encouraged to develop a schedule or plan that allows teachers to provide a mixed delivery of services within the 6.5-hour day to NC Pre-K children. This means a combination of in-person and remote instruction, which can happen simultaneously at times. Please refer to section 6. Remote Learning Requirements in the guidance.
	Some students will be receiving in-person instruction 4 days and 1 day will be remote. Are the family check-ins required during that one remote day, even though in-person two-way communication is occurring 4 days a week?	In this scenario, where children are receiving 4 days of in-person instruction each week, teachers would not have to hold family check-ins. Teachers would still be required to provide remote moments as outlined in the guidance.

TOPIC	QUESTION	ANSWER
Remote Learning	Please confirm the number of Remote Moments required for hybrid classrooms.	Teachers are required to offer Remote Moments at least once a day to children/families who are participating in remote learning. Please refer to section 6 D of the guidance.
	There have been a lot of success with families watching recorded live videos from the teacher. If a recorded live video was posted to TS Family Portal, would that count as the “second” offered time or do both remote moments need to be live?	Remote Moments are blocks of live, direct, remote instruction. Therefore, recordings would not meet the requirement.
	When you are referring to a.m. and p.m. offerings of Remote Moments, is that within the typical PreK day (8-3) or outside of traditional hours?	Yes, it is within the regular 6.5-hour, NC Pre-K day. NC Pre-K teachers are encouraged to be mindful of family needs when scheduling Remote Moments but are not required to provide instruction outside a typical in-person teaching schedule.
	Do you mean 5 Remote Moments per day or per week?	5 Remote Moments per week.
	Will DCDEE provide a reporting template for NC Pre-K classrooms (like the weekly work plan from the spring) and NC Pre-K contracting agencies to report remote learning?	Currently, DCDEE is not providing a specific template for NC Pre-K classrooms to submit remote learning information to the state office. This can change in the coming weeks. DCDEE may decide to ask NC Pre-K sites and contracting agencies to complete a survey later. In addition, NC Pre-K contracting agencies will be required to complete a workbook every 2 weeks and submit to DCDEE as instructed. This workbook is still being developed and will be shared in the coming weeks.

TOPIC	QUESTION	ANSWER
Payment and Attendance	Fourteen (14) of the contracted slots were not allocated by the NC PreK Committee and we're awaiting geographical needs of submitted applications. How should these allocations now be handled?	Contracting agencies should continue to follow their normal processes for allocating and/or reallocating slots. Payments will be made to sites based on slots allocated during the relevant service period. Slots that are not allocated will not be reimbursed.
	If we are making payment for full allocation, there won't be much money from direct services to reallocate to the specified items. Is there other funding available?	DCDEE was approved to release an RFA for additional administrative funds as has been done in past years. NC Pre-K contracting agencies will be able to request up to 2% of the contract budget less the Child Care and Development Funds (CCDF) for administrative expenses that includes supplies, etc.
	Are the actual administrative costs for July entered on the July FSR in addition to the 1/10 payment FSR?	One-tenth payment should be used to cover July expenditures
	Is the NC Pre-K contractor allowed to give the sites a deadline for filling slots?	Contracting agencies should continue to follow their normal processes for allocating and/or reallocating slots. Payments must be made to sites based on slots allocated during the relevant service period. As always, any changes to slot allocations must be made in accordance with NC Pre-K Program Requirements and Guidance.
	Are we still using the KIDS app for the summary attendance when we submit the FSRs?	Yes. Contracting agencies will continue to use NC Pre-K KIDS to track attendance and payment. Further guidance will be shared as soon as possible.
	Is there any budget training being offered for NC Pre-K?	One-on-One training will be offered. Training can be requested by email at dcdee_ncprekfsr@dhhs.nc.gov
	At this time, we will not be able to place all eligible children due to having a high number of over income but eligible. We are in excess of our 20% if all children are placed at this time. Is there flexibility in serving children over 75% SMI but eligible?	Currently, no changes have been made to the eligibility requirements for NC Pre-K children nor to the expectations for how children are placed/prioritized for services. We will continue to review and assess the situation and we will notify you if eligibility requirements change.

TOPIC	QUESTION	ANSWER
Payment and Attendance	Can the budget be amended to take some of the direct funds and move them to administrative to make allowable purchases and allocate slots based on the difference?	<p>Yes, according to the COVID-19 Reopening Guidance, NC Pre-K contracting agencies can move up to 2% of the direct services budget to admin to pay for approved items. However, if all slots are allocated to providers, then there will not be any funds remaining to move.</p> <p>DCDEE was approved to release an RFA for additional administrative funds as has been done in past years. NC Pre-K contracting agencies will be able to request up to 2% of the contract budget less the Child Care and Development Funds (CCDF) for administrative expenses that includes supplies, etc.</p>
	Can the CCDF FSR be submitted as it normally would or is it part of the 1/10 of Payment 1?	<p>Yes, the contract period begins July through June. NC Pre-K contractors can begin submitting a CCDF FSR for July expenditures on or before August 14, 2020.</p> <p>No, CCDF is not part of the one tenth of payment I.</p>
	If a site doesn't have any children enrolled in the slots allocated to them, will they still receive payment for those slots?	Yes, that NC Pre-K site will still receive payment for their total allocated slots. DCDEE made this decision to help sustain NC Pre-K programs during the COVID-19 pandemic as we start the 2020-2021 program year.
	Does the entire amount have to be given to the NC Pre-K site or can some direct funds be used to purchase specified items mentioned in the guidance?	<p>NC Pre-K contractors must reimburse sites based on the assigned teacher rate and the number of slots allocated to the classroom.</p> <p>NC Pre-K contractors must obtain approval from the Early Education Branch for the flexible use of direct service funds and upon approval submit a budget revision requesting to move designated funds from Direct Services to Admin.</p>
	Does a proposal for the COVID-19 Emergency Funds have to be submitted or is a budget revision enough?	<p>There is no COVID-19 Emergency Funding.</p> <p>DCDEE is allowing requests for the flexible use of direct service funds to purchase specified items mentioned in the guidance.</p> <p>NC Pre-K contractors must obtain approval from the Early Education Branch for the flexible use of direct service funds and upon approval submit a budget revision requesting to move designated funds from Direct Services to Admin.</p>

TOPIC	QUESTION	ANSWER
Payment and Attendance	Regarding the classroom summary of attendance, will all sites still have to record attendance regardless of the mode of instruction?	Yes. Contracting agencies will continue to use NC Pre-K KIDS to track attendance and payment for all children and classrooms. Further guidance will be shared as soon as possible.
	On the FSR workbook - Payment 1, is 1/10 of each line item added for the one-time August payment?	NC Pre-K contractors should calculate the total administrative costs by adding Category A (Total Human Resources) and Category B (Total Operational Expenses/Capital Outlays) excluding "Direct Services". The total for services should include Direct Services and Subcontracting and Grant line items. Contractors should use the current expenditure column to designate the line item estimated expenditures should be expended. This one-time payment must not exceed one-tenth of your regular admin and services total in FSR Workbook #1. Your FSR should look just like you would normally submit.
	How are these one-time payments to be distributed if they are not associated with teacher qualifications? What are the funds to be used for by the sites?	These funds are to be used as requested on the FSR, which are based on allowable line item expenditures.
	How can direct service dollars be used for the cleaning and supplies if the providers receive their allotment each month?	<p>According to the COVID-19 Reopening Guidance, agencies can move up to 2% of the direct services budget to admin to pay for approved items. However, if all slots are allocated to providers, then there will not be any funds remaining to move.</p> <p>DCDEE was approved to release an RFA for additional administrative funds as has been done in past years. NC Pre-K contracting agencies will be able to request up to 2% of the contract budget less the Child Care and Development Funds (CCDF) for administrative expenses that includes supplies, etc.</p>
	If NC Pre-K teachers start home visits in August, but kids' attendance starts in September, will we be reimbursed for August or just September?	Yes. NC Pre-K contractors will resume submission (including CCDF) on or before the tenth business day in September for August services.

TOPIC	QUESTION	ANSWER
Payment and Attendance	If it is required to pay all sites for all contracted slots as opposed to enrolled slots, are direct services funds in place in the contracts to allow to request the 2% direct services move to administrative costs and still be able to pay for all slots for all year?	No additional direct service funds were added to the contracts. However, according to the COVID-19 Reopening Guidance, agencies can move up to 2%. <u>If all slots are allocated to providers, then there will not be any funds remaining to move.</u> DCDEE was approved to release an RFA for additional administrative funds as has been done in past years. NC Pre-K contracting agencies will be able to request up to 2% of the contract budget less the Child Care and Development Funds (CCDF) for administrative expenses that includes supplies, etc.
	Is it a requirement to request the 1/10th in August or is it optional?	All NC Pre-K contractors who would like to receive the one-time payment of 1/10 must have submitted an FSR by August 14, 2020.
	Are the subcontracts ready to be used?	No changes were made to the subcontract template at this time. NC Pre-K contracting agencies will be notified of any future changes to this document. NC Pre-K contracting agencies should follow the Interim COVID-19 Reopening Policies for NC Pre-K Programs as written.
	Do we move money for direct services (DS) to administrative or Not Otherwise Classified (NOC)?	Contractors wanting to move funds to purchase specified items mentioned in the guidance must obtain prior approval from the Early Education Branch and upon approval submit a budget revision requesting to move designated funds from Direct Services to Admin per designated line category.
	Are NC Pre-K Contractors supposed to calculate the 10% with the charges for July and place them under Payment II?	NC Pre-K contractors should use the Payment I tab. The one-tenth payment should be used to cover July expenditures. Payment should not exceed 1/10 th of the NC Pre-K contractor's total regular NC Pre-K funds in FSR Workbook #1.
	What date will NC Pre-K providers receive a payment?	According to policy, DCDEE has thirty days upon the date of receipt for payment. If there are issues with the FSR, this will cause a delay in payment.

TOPIC	QUESTION	ANSWER
Payment and Attendance	Is the first payment to sites for the full allocation regardless of teacher qualifications?	Yes. Contractors will be receiving 1/10 of their contracted allocation amount which was generated based on the rates/slots that each county budgeted for on their Direct Services Calculator. Contractors are expected to provide payment to sites based on what has been budgeted for them regardless of a classroom teacher's qualifications at the time of the one-time payment. Payments for the remainder of the year will be based on the assigned teacher rate and the number of slots allocated to each classroom.
	There are some NC Pre-K sites that have requested August to May payment and some that request September to June payment. Since we are receiving 1/10 in September, does that mean NC Pre-K sites would not be able to select August to May for payment?	NC Pre-K contractors requesting the one-time payment will receive their first payment of ten payments in August. Those opting not to receive the one-time payment will receive their first payment in September.
	What is the expectation for building classrooms? For example, if a site is allocated 4 classrooms but currently only has 24 children enrolled should they spread those children into 4 classrooms and staff accordingly?	The expectation is that all classrooms that have been allocated more than 9 NC Pre-K slots will be staffed by an appropriately qualified lead teacher AND teacher assistant regardless of whether those slots are served in-person, remotely, or are unfilled. The actual placements/assignments of children to classrooms remains a local determination.
	What is the Payment 2 option?	Please disregard payment tab 2 as an option.
	What line on the FSR does the 1/10, one-time payment get coded to?	NC Pre-K contractors should use the current expenditure column to designate the line item category in which expenditures should be requested. Payment should not exceed 1/10 th of NC Pre-K contractor's total regular NC Pre-K funds in FSR Workbook #1

TOPIC	QUESTION	ANSWER
Payment and Attendance	When I entered the 1/10 in tab 1, the amount populated into tab 2. I had to enter the amount in tab 2 for my totals to populate correctly, what do I do?	Please contact DCDEE via email at dcdee_ncprekfsr@dhhs.nc.gov to request a revised workbook.
	When will the budget FSR workbooks be received?	FSR Workbooks have been sent out as of August 7, 2020. All contractors must review the workbooks to ensure accuracy of the budgeted line items. Any errors, must be emailed immediately to: dcdee_ncprek@dhhs.nc.gov .
	Will the 2% come from the allocated slot budget? Will we need to take slots away from NC Pre-K providers to support the funding for remote purchases?	<p>No additional direct service funds were added to the contracts for the ability to move 2%, so if all slots are allocated to providers, then there will not be any funds remaining to move. Slots should not be reduced in order to utilize direct services funds in other ways.</p> <p>DCDEE was approved to release an RFA for additional administrative funds as has been done in past years. NC Pre-K contracting agencies will be able to request up to 2% of the contract budget less the Child Care and Development Funds (CCDF) for administrative expenses that includes supplies, etc.</p>
	Will there be Capacity Building Funds?	DCDEE was approved to release an RFA for additional administrative funds as has been done in past years. NC Pre-K contracting agencies will be able to request up to 2% of the contract budget less the Child Care and Development Funds (CCDF) for administrative expenses that includes supplies, etc.
	If a site has been allocated slots but no children are enrolled, can that site still receive payment?	Yes. Payments will be generated based on the assigned teacher rate and number of slots allocated to the classroom. Classrooms must be staffed by an appropriately qualified lead teacher AND teacher assistant (if allocated more than 9 slots) regardless of whether those slots are served in-person, remotely, or are unfilled. Sites are expected to recruit and make efforts to fill all allocated slots.

TOPIC	QUESTION	ANSWER
Payment and Attendance	As the NC Pre-K contracting agency, the local sites are responsible for recruitment. How are we to monitor to ensure recruitment efforts continue?	NC Pre-K contracting agencies should be providing oversight to recruitment activities to ensure NC Pre-K sites are actively working to fill allocated slots. NC Pre-K contractors may determine locally exactly how they will provide oversight to ensure that recruitment is occurring in accordance with the NC Pre-K program requirements.
	What documentation will NC Pre-K sites have to submit to document attendance and participation in family check-ins for children who are in the hybrid or remote mode of instruction?	Contracting agencies will continue to use NC Pre-K KIDS to track attendance and payment for all children and classrooms. Further guidance will be shared as soon as possible.

TOPIC	QUESTION	ANSWER
Reporting Requirements	Will the Sept. 4, 2020, report be submitted via survey?	No, the Sept. 4, 2020, report will be submitted via an excel worksheet that has been prepopulated with county data for NC Pre-K contracting agencies to complete. This worksheet will be sent out via email prior to the due date to allow agencies time to submit.

TOPIC	QUESTION	ANSWER
Miscellaneous	I did not receive the Interim COVID-19 Reopening Policies. How do I receive mass emails?	If you are an NC Pre-K Contracting Agency and you are not receiving mass emails from NC Pre-K, please contact the NC Pre-K Program Policy Consultant in your county and they will submit your information to our NC Pre-K Coordinator. You may also email the NC Pre-K Coordinator, Patricia McCarter at patricia.mccarter@dhhs.nc.gov . DCDEE updates are sent through Constant Contact. To receive important updates, please subscribe .

TOPIC	QUESTION	ANSWER
Miscellaneous	Can home visits be combined with parent orientation to allow for children to be screened while teachers are meeting with parents?	The NC Pre-K Requirements and Guidance places no restrictions or expectations around how orientation and home visit sessions are conducted. These decisions can be made locally.
	What is the recommendation for public sites where the LEA has decided to not allow PreK classrooms to utilize the playground even though they have separate playgrounds as part of their licensed space?	Preschool classrooms in public school are subject to child care health guidance when in the classroom and other areas of the building and/or campus that fall under the child care center license. Child care health guidance does not restrict preschool children from utilizing outdoor play spaces.
	Can contractors reject the remote offer if the center doesn't have an acceptable delivery plan?	NC Pre-K sites have the option to implement remote learning if they are meeting the requirements outlined in the <i>Interim COVID-19 Reopening Policies for NC Pre-K Programs</i> .
	Are doctor notes required for teaching staff that request remote learning due to high risk status?	The Division of Child Development and Early Education does not govern human resource practices that occur between employee and employer.
	How are we to cover teacher absences due to COVID illness? If a teacher is sick, will a substitute need to do all required tasks?	Sites should follow NC Pre-K Program Requirements and Guidance and NC Child Care Rule to ensure appropriate substitute staff are in place and can carry out instruction for children when permanent teaching staff are unavailable.
	If class numbers are less than 9 children, do classrooms still need a FT teacher assistant in addition to a teacher? Can other slots be filled with private pay if the site is being reimbursed for 18 but have fewer students?	The expectation is that all classrooms that have been allocated more than 9 NC Pre-K slots will be staffed by an appropriately qualified lead teacher AND teacher assistant regardless of whether those slots are served in-person, remotely, or are unfilled. Sites are expected to recruit and make efforts to fill all allocated slots. Slots should NOT be filled with non-NC Pre-K children.

TOPIC	QUESTION	ANSWER
Miscellaneous	If you have a teacher in a public-school setting that has a medical concern and would like to only teach remotely, what do we do about the kids in her room that will be attending two days a week for in-person (face-to-face) instruction?	It is the expectation that high-quality services will be delivered to all children whether they are learning in-person or remotely. NC Pre-K sites must ensure that appropriate approved teaching staff and/or substitute teaching staff are in place and available to provide services when the permanent teaching staff is unavailable.
	What are the recommendations if a teacher is high risk and requests to telework, but a center is open and serving children?	The Division of Child Development and Early Education does not govern human resource practices that occur between employee and employer. However, sites may consider flexibilities based on the number of NC Pre-K classrooms and staff they have available to them.
	If it is known that a family has chosen full remote, does this child count in ratio?	A child who is not physically present would not count in the classroom ratio; however , the expectation is that all classrooms that have been allocated more than 9 NC Pre-K slots will be staffed by an appropriately qualified lead teacher AND teacher assistant regardless of whether those slots are served in-person, remotely, or are unfilled.
	When will guidance be provided in regard to teacher compensation?	The <i>Interim COVID-19 Reopening Policies for NC Pre-K Programs</i> did not address teacher compensation. However, the expectation is that all classrooms that have been allocated more than 9 NC Pre-K slots will be staffed by an appropriately qualified lead teacher AND teacher assistant regardless of whether those slots are served in-person, remotely, or are unfilled. In addition, all NC Pre-K staff should continue to be paid for the services they provide, regardless of the mode of instruction. Further guidance may be released later if necessary.

TOPIC	QUESTION	ANSWER
Who do I contact with further questions about...?	NC Pre-K Attendance/Databases?	Janessa Nieves, NC Pre-K Manager janessa.nieves@dhhs.nc.gov

TOPIC	QUESTION	ANSWER	
Who do I contact with further questions about...?	NC Pre-K Payments/FSRs/Budget?	DCDEE NC Pre-K Budget Unit dcdee_ncprekfsr@dhhs.nc.gov	
	NC Pre-K Remote Learning Expectations?	NC Pre-K Program Policy Consultants	
		Jeanne Barnes (South East) jeanne.barnes@dhhs.nc.gov (919) 814-6357	Jennifer Griffith (West) jennifer.griffith@dhhs.nc.gov (919) 609-6921
		Sharon Stukes (Central) sharon.stukes@dhhs.nc.gov (704) 594-0151	Frances Minton (North East) francis.minton@dhhs.nc.gov (919) 604-7626
		Please refer to the NC Pre-K Program Unit Regional Map as some counties have been recently shifted due to a change in staffing.	
	Other NC Pre-K topics?	NC Pre-K Program Policy Consultants (<i>see contact information above</i>)	
	The NC Pre-K listserv? For NC Pre-K Contracting Agencies only.	Patricia McCarter, NC Pre-K Program Coordinator patricia.mccarter@dhhs.nc.gov	
Child Care Health Guidance?	Contact your child care health consultant. You can find the contact information at the Child Care Health and Safety Resource Center site .		
Cleaning supplies or food for my facility?	Contact your local Smart Start partnership if you are unable to locate food, cleaning supplies, or other essential resources in your area. You can find the contact information for your local Smart Start partnership at the Smart Start site .		

TOPIC		
Helpful Links	Latest COVID-19 Information for Child Care	Interim COVID-19 Reopening Policies for NC Pre-K Programs
	ChildCareStrongNC Public Health Toolkit	StrongSchoolsNC: Public Health Toolkit (K – 12),
	Remote Learning Resources	Memorandum on Preschool Programs and K-12 Public Health Guidance
	Moodle	Weekly Work Plan
	COVID-19 Child Care Payment Policy	NC DPI Online Pedagogy Considerations for Digital Instruction
	CDC - People Who Are at Increased Risk for Severe Illness	Help for Buying Food